



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
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JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL STAFF MEMORANDUM
NO. 230*

14 February 2007

DEPARTMENTAL DEATH NOTICES

1. PURPOSE: This memorandum establishes the policy for publishing death notices of New Jersey Department of Military and Veterans Affairs (NJDMAVA) employees, immediate members of their families, and members of the New Jersey National Guard.
2. APPLICABILITY: Applies to DMAVA staff offices delineated in this memorandum.
3. RESPONSIBILITY: The following staff offices have been delegated responsibility for the preparation of death notices as outlined below:
 - a. Human Resources Division: Active and retired state employees of the NJDMAVA headquarters building only.
 - b. J1-HRO: Members of the New Jersey Army National Guard, full-time federal employees, active and retired, or as directed by the Deputy Adjutant General.
 - c. Chief of Staff-ANG: Members of the New Jersey Air National Guard, full-time federal employees, active and retired, other than those personnel identified in a. and b. above, or as directed by the Deputy Adjutant General.
4. OBJECTIVE: Notices shall be published upon death of an employee or an immediate member of the employee's family as indicated above. Field distribution of death notices normally will be made by e-mail.

(HRD)

OFFICIAL:

DAVID S. SNEDEKER
Chief Information Officer
Director, Information and
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GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A1, A2, B, C, D, E, F

****This memorandum supersedes Staff Memorandum No. 230, dated 20 July 1990.***